



STAFF REPORT

Meeting Date: June 15, 2005

TO: LAFCO Commissioners

FROM: Everett Millais, Executive Officer

SUBJECT: Authorization for the Executive Officer to Also Serve as the CALAFCO Executive Officer

RECOMMENDATION:

Authorize the Ventura LAFCO Executive Officer to also serve as the CALAFCO Executive Officer.

DISCUSSION:

The California Association of Local Agency Formation Commissions (CALAFCO) is a statewide, non-profit (501(c)(3)) organization that provides educational, technical and specialized services to its member Commissions. There is a LAFCO in each of the state's 58 counties and 56 of the 58 LAFCOs are dues paying members of CALAFCO. In addition, various organizations, agencies, consulting firms, and product and service providers who provide services to, interact with, and/or support the work of LAFCOs are dues paying CALAFCO associate members.

CALAFCO is governed by a 15 member Board of Directors consisting of 4 county, 4 city, 4 special district and 3 public member representatives elected from member LAFCOs. The Board meets quarterly to establish overall policy for CALAFCO, including overseeing member services such as conferences and workshops, legislative analysis, a quarterly newsletter, best practices "white papers", the CALAFCO web site and membership directories.

The CALAFCO staff consists of a part-time Executive Director (Bill Chiat). This is a contract, paid position that provides overall coordination and maintains the CALAFCO

COMMISSIONERS AND STAFF

COUNTY: Linda Parks, Vice Chair Kathy Long <i>Alternate:</i> Steve Bennett	CITY: Don Waunch John Zaragoza <i>Alternate:</i> Janice Parvin	SPECIAL DISTRICT: Dick Richardson, Chair Ted Grandsen <i>Alternate:</i> George Lange	PUBLIC: Kenneth M. Hess <i>Alternate:</i> Louis Cunningham
EXECUTIVE OFFICER: Everett Millais	LAFCO ANALYST: Kim Uhlich	OFFICE MANAGER/CLERK: Debbie Schubert	LEGAL COUNSEL: Leroy Smith

office in Sacramento. In addition, there are four "volunteer" staff positions held by various LAFCO Executive Officers from around the State. Currently Bruce Baracco, Executive Officer of the San Joaquin LAFCO, is the CALAFCO Executive Officer, Dan Schwarz, Executive Officer of the Napa LAFCO, is a Deputy Executive Officer and Legislative Chair, and, for the past two years and based on the Commission's authorization, I have been serving as the other CALAFCO Deputy Executive Officer. There is a stipend from CALAFCO annually for the "volunteer" staff of \$3,000 for the Executive Officer and \$2,000 for each of the Deputy Executive Officers. This stipend goes to the individual LAFCOs to offset expenses, and in our case is reflected as a part of revenues in our budget.

The current CALAFCO Executive Officer has indicated that he plans to retire this fall and will be resigning at the end of the annual conference in Monterey this September. The other Deputy Executive Officer/ Legislative Chair has indicated that he wants to remain as the Legislative Chair and is not interested in the Executive Officer position. Since I serve as the other Deputy Executive Officer and because Commissioner Long, who is currently Vice-Chair of the CALAFCO Board and is expected to be elected as chair of the CALAFCO Board at the Board's organizational meeting at the end of the annual conference this September, the Executive Director has asked me if I would be willing to have the CALAFCO Board consider me for the Executive Officer position. I have tentatively said yes, but only if the Commission authorizes and approves of this extra responsibility.

As CALAFCO Deputy Executive Officer for the past two years I estimate that in addition to the quarterly Board meetings, the annual conference and staff workshop, I spend approximately 8 days of time annually on CALAFCO business. In addition to my time, several days of time by the Office Manager/Clerk of the Commission (Debbie Schubert) are involved in support, particularly for the annual mailing to CALAFCO Associate Members. The CALAFCO Executive Officer has primary responsibility for the financial management of the Association, including development and management of the budget. I do not expect that Executive Officer position will have significantly increased time demands. We have always placed the business of the Ventura LAFCO first, but have not had any conflicts in meeting our primary staff duties as well as performing the ancillary CALAFCO staff functions. Importantly, serving as one of the CALAFCO staff officers has, I believe, benefited the Commission. As CALAFCO staff we are able to stay better involved with LAFCO activities around the state, especially in terms of Municipal Service Reviews, legislation and best practices.

The decision about who will serve as CALAFCO staff is at the discretion of the CALAFCO Board. Whatever the Commission decides concerning this matter, I will make sure it is made known to the CALAFCO Board.

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